

JOB DESCRIPTION

TITLE: Traumatic Brain Injury Service Coordinator
 PROJECT: Traumatic Brain Injury Support Center
 SUPERVISED BY: Designated by grantee

MINIMUM QUALIFICATIONS:

Bachelor Degree in Social Work, Nursing, Public Health or related field, however substantial experiences in similar services may be substituted. Effective oral and written skills essential. Willingness to travel throughout the respective service area and some occasional trips outside of the area. Some evening and weekend work required. Knowledge and experience with traumatic brain injury and disability resources preferred. Certification by the Academy of Certified Brain Injury Specialists (ACBIS) strongly encouraged.

1. CASE MANAGEMENT

- A. Operate a Family Support Center serving the counties described in the contract Scope of Services.
- B. Identify and develop a rapport with potential referral sources.
- C. Determine client eligibility; follow client intake procedures and develop individualized service plan using standard forms in the "Service Coordination Manual".
- D. Assist clients and others chosen by client in identifying needs and developing goals.
- E. Document all client contacts in progress notes and maintain confidential client records.
- F. Follow up on referrals to see that they have been successfully negotiated and service is being delivered.
- G. Monitor client needs, goals, and services with annual contact update.
- H. Develop and maintain information on community support resources. Identify resources to include transportation, financial support, legal assistance, equipment, housing, education, employment, welfare and health and other topics of need for TBI survivors and families.
- I. Refer and assist clients in applying for and accessing qualified services.
- J. Serve as an advocate for the client in accessing needed services and entitlements; promote self-help and independence.
- K. If allocated in the contract budget (Line 16, Specific Assistance to Individuals), provide special emergency assistance to brain injury survivors as needed, as payer of last resort, for situations that include rent, food, medications, and respite care.

2. SERVICE DEVELOPMENT

- A. Assist in the formation and development of local brain injury support groups.
- B. Assist and/or consult in the development of direct service programs in the services area, as needed.

3. EDUCATION AND AWARENESS

- A. Provide information on brain injury as requested.
- B. Provide education on traumatic brain injury issues to appropriate professionals.
- C. Assist in the development of media advisories.
- D. Assist in the coordination of local brain injury prevention campaigns.

MANAGEMENT OF WORK

- A. Pursue continued professional development through research and participation in relevant training programs.
- B. Travel to Nashville or other designated sites for quarterly meetings or as necessary.
- C. Assist the Project Coordinator / Supervisor in evaluation and reporting activities.
- D. Submit a quarterly report using the standard form in the Service Coordination manual.